

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel/Relocation Programs – Mileage Reimbursement Rate for Use of Personal Vehicle	<b>REFERENCE NUMBER:</b> 2007-041
<b>DATE ISSUED:</b> 12/14/07	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefit Officers  
Personnel Officers  
Personnel Transactions Staff  
Personnel Transactions Supervisors  
Travel and Relocation Liaisons**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Ray Asbell, Statewide Travel/Relocation Program Manager  
Phone: (916) 324-0526  
Fax: (916) 324-3213  
Email: RayAsbell@dpa.ca.gov

Effective January 1, 2008, all State employees, except those represented by Bargaining Unit 6, may claim mileage reimbursement at the rate of 50.5 cents per mile (CPM) when using their personal vehicle for authorized State business.

New-Hires and all current State employees, except those represented by Bargaining Unit 6, who incur mileage expenses associated with a State approved relocation will now be reimbursed at 19 CPM.

The new State reimbursement rates reflect the Internal Revenue Services' (IRS) 2008 published mileage reimbursement rates; future increases/decreases to the State reimbursement rates will be directly tied to any subsequent changes to the rates published by the IRS. DPA will notice departments via PML as federal rates are revised.

If you have questions or need assistance with the information provided above, please contact Ray Asbell.

/s/Greg Beatty

Greg Beatty  
Chief, Benefits Division